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# ***Guidelines for Proposals to Conduct Alternative Route to Licensure Programs in Virginia***

**Effective September 30, 2003**

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Distributed by

**Office of Teacher Quality Enhancement  
Division of Teacher Education and Licensure  
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# **Guidelines for Proposals to Conduct Alternative Route to Licensure Programs in Virginia**

## **Introduction**

On November 27, 2001, the Board of Education approved *Licensure Regulations for School Personnel* 8 VAC 20-21-01 et. seq. - Establishing a Career Switcher Alternative Route to Licensure. The regulations became effective on February 13, 2002. Alternative Route to Licensure programs are designed to provide a pathway to teaching for individuals who have not completed a teacher preparation curriculum but have had life experiences, career achievements, and academic backgrounds that are relevant for teaching in pre-K through grade 12. The programs also have the potential to assist Virginia school divisions in achieving 100 percent highly qualified teachers by 2006, as required by the federal No Child Left Behind Act of 2001. These guidelines are provided for institutions of higher education and other agencies that may be interested in offering such programs.

Interested offerors will be invited to submit a program proposal to the Virginia Department of Education for certification. Upon receiving program certification, program providers will be certified to provide preparation and training for applicants seeking the eligibility license specified in the state licensure regulations 8 VAC 20-21-80. Certified providers are responsible for recruiting, screening, and selecting applicants based on the following prerequisite requirements: an application; a bachelor's degree from a regionally accredited institution; the completion of requirements for an endorsement in a teaching area as set forth in the *Licensure Regulations for School Personnel* or the equivalent through verifiable experience or academic study; Virginia qualifying scores on the professional teacher's assessment as set forth in the *Licensure Regulations for School Personnel* or the equivalent through verifiable experience or academic study; Virginia qualifying scores on the professional teacher's assessment as prescribed by the Board of Education; and have at least five years of full-time work experience or the equivalent. Providers must document that individuals accepted in the alternative route to licensure program meet all requirements.

Alternative route to licensure programs typically begin with an intensive induction into curriculum and instruction methods, course content relating to the Standards of Learning, differentiation of instruction, classroom and behavior management, and human growth and development (Level I). This concentrated Level I preparation requires a minimum of 180 clock hours of instruction, including field experience. Level I may be completed in an intensive summer program or in a specially designed year-long program. After completing Level I instruction, candidates are awarded an Eligibility License and are expected to seek and obtain employment in a Virginia public or accredited nonpublic school.

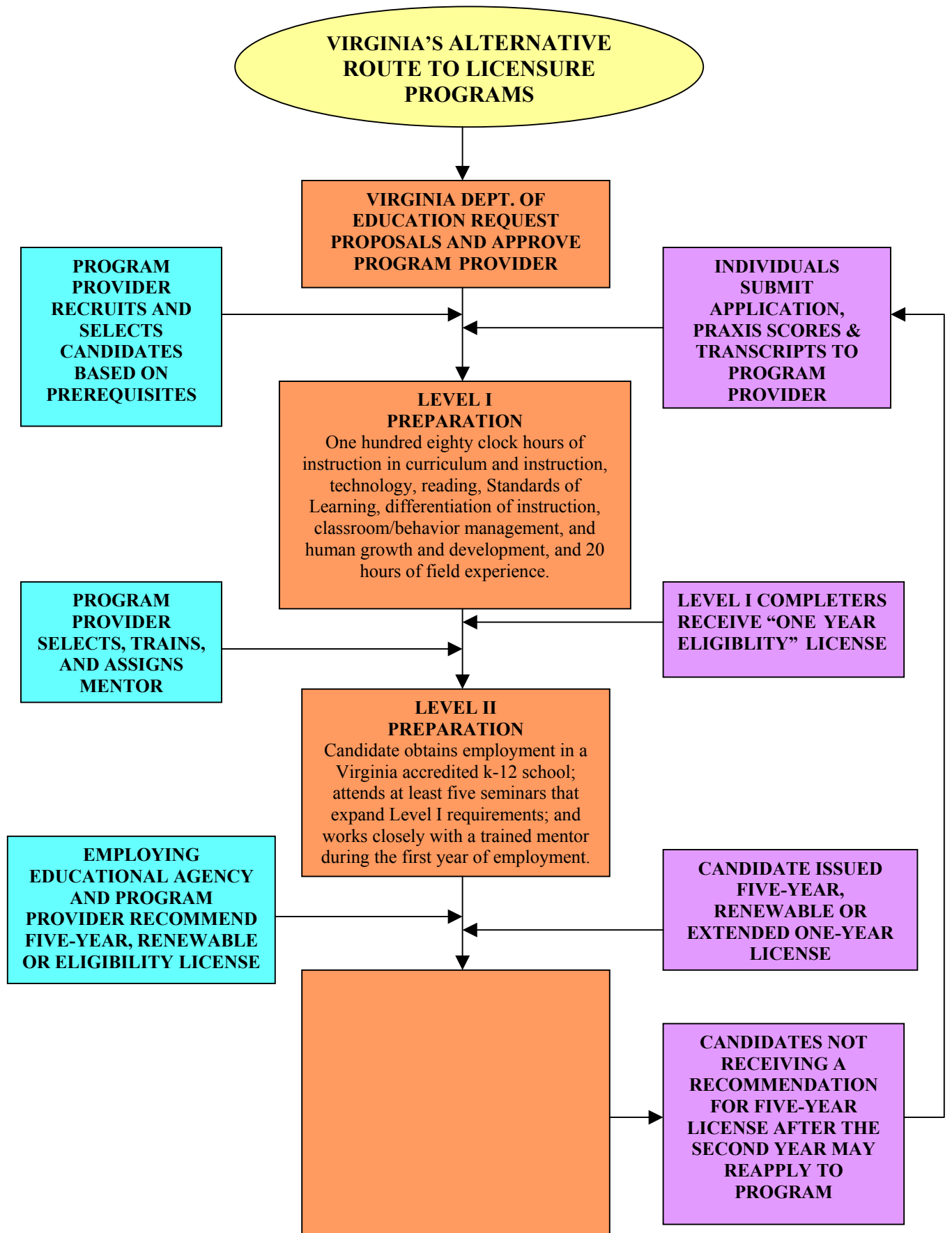
Level II begins during the first year of employment. During that year, a minimum of five seminars, including at least 20 cumulative instructional hours, must be provided to expand the intensive preparation requirements associated with instructional categories and topics. A trained mentor is assigned to assist the candidate throughout the Level II year of employment.

Upon successful completion of Levels I and II of the alternative licensure program and submission of a recommendation from the Virginia educational employing agency, the candidate will be eligible to apply for a professional license.

The Virginia General Assembly provided initial funding to conduct the alternative route to licensure pilot programs during the 2000-2002 biennium. Funding was used to provide an alternative pathway into teaching for 155 individuals who had not completed a teacher preparation curriculum but met requirements for an endorsement in a content teaching area or had considerable life experiences, career achievements and/or an academic background that was relevant for teaching. Funding is currently not available to support the candidacy of individuals selected to participate in alternative route to licensure programs. Individuals participating in alternative route to licensure programs may be assessed a fee by the certified program provider. Priority for program entrance may be given to applicants eligible to teach in critical shortage areas, such as mathematics, foreign languages, sciences, and technology education.

The approval to begin an alternative route to licensure program will depend on the comprehensiveness and completeness of the proposal as it responds to regulation requirements. The names and other pertinent information regarding providers approved to conduct an alternative route to licensure program will be posted on the Virginia Department of Education Web site upon receiving certification.

The Department of Education will certify alternative route to licensure programs. Certified providers will receive a five-year certification after the first year of program services. Subsequent reviews will be conducted on a five-year cycle, or as deemed necessary.



## Guidelines for Proposals to Conduct Alternative Route to Licensure Programs

### REQUEST FOR PROPOSAL

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**ISSUED TO:** Interested Virginia program developers, including Virginia Public School Human Resources Directors, Deans of Approved Programs at Institutes of Higher Education, Selected Private Contractors, Virginia Council for Private Education (VCPE), and Others

**TITLE OF PROJECT:** Licensure Regulations for School Personnel (8 VAC 20-21-01 et.seq. - Career Switcher Alternative Route to Licensure).

**ISSUING AGENCY:** Commonwealth of Virginia  
Department of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120

**SUBMISSION DATE:** Proposals must be submitted at least 90 days prior to the projected beginning date of the proposed program.

**DOCUMENT AVAILABLE AT:** [www.pen.k12.va.us](http://www.pen.k12.va.us)

**DELIVER VIA CERTIFIED MAIL OR HAND DELIVER TO:** Ruth S. Grillo, K-12 Specialist  
Office of Teacher Quality Enhancement  
Division of Teacher Education and Licensure  
101 N. 14<sup>th</sup> Street, 21<sup>st</sup> Floor  
Virginia Department of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120  
(804) 786-7633  
mailto: [rgrillo@mail.vak12ed.edu](mailto:rgrillo@mail.vak12ed.edu)

**NUMBER OF APPLICATIONS:** One original and four copies of each proposal must be submitted, with a minimum font size of 12 point, one side only

In compliance with this program certification proposal request and to all the conditions imposed herein, the undersigned offeror agrees to furnish the services to participants at the cost indicated on the pricing schedule listed in the proposal.

Name and Address of Offeror:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

FIN or Social Security Number: \_\_\_\_\_

Telephone: (\_\_\_\_): \_\_\_\_\_

Email: \_\_\_\_\_

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## **PROPOSAL REQUIREMENTS**

[All components of the Alternative Route to Licensure Programs shall operate within the Commonwealth of Virginia]

### **I. Prerequisites**

- A. Certified program providers must identify the process for reviewing and documenting that individuals accepted into the alternate route to licensure program meet the following prerequisites:
  - 1. An application process;
  - 2. A bachelor's degree from a regionally accredited institution;
  - 3. At least five years of full-time work experience or its equivalent;
  - 4. The completion of teaching area requirements for an endorsement in a content area as set forth in these regulations or the equivalent through verifiable experience or academic study; and
  - 5. Virginia qualifying scores on the professional teacher's assessment as prescribed by the Board of Education (Praxis).
- B. Prerequisites other than those outlined above such as personal or writing requirements should be described in the proposal.

### **II. Recruitment and Selection of Individuals Interested in an Alternate Route to Licensure, including a timeline for each**

- A. Process, strategies, and timeline for recruiting candidates
- B. Criteria, process, and timeline for identifying and notifying qualified candidates
  - 1. A detailed description of the process for reviewing and documenting that the candidate meets the prerequisite qualifications using the:
    - a. Completed application;
    - b. Official transcript;
    - c. Completion of requirements for an endorsement in a teaching area or the equivalent through verifiable experience or academic study;
    - d. Virginia qualifying scores on the professional teacher's assessment (Praxis); and
    - e. Five years of full-time work experience.
- C. Process used for reviewing, identifying, and documenting an individual's qualifications for an endorsement(s) in a teaching area as set forth in the *Virginia Licensure Regulations for School Personnel*.

### **III. Recruitment, Selection, and Training of Mentors to Assist the Candidate During the First Year of Employment**

- A. Process, strategies, and timelines for recruiting qualified mentors
- B. Qualifications used for selecting mentors
- C. Workshop, seminar, and other schedules for mentor and/or mentee training along with other preparation development activities

### **IV. Proposal Preparation and Submission**

- A. Proposals must contain but are not limited to the following:
  - 1. Purpose, Description, and Program Design
    - a. A statement outlining the purpose of the alternative route to licensure;
    - b. A description of Level I preparation, including how the intensive preparation program will integrate curriculum and instruction, and field experience. Also, include a matrix of major curriculum and instruction topics and how they address the requirements in addition to the dates for training during Level I preparation;
    - c. A description of the Level II preparation during the first year of employment, including seminar dates for candidates and mentors;
    - d. A description of Level III preparation support, if any, to the employing educational agency to address the area(s) where improvement is needed as identified by the candidate's professional improvement plan;
    - e. Criteria for the selection, preparation, support, assignment, and compensation of instructors and seminar presenters; and
    - f. Tasks, methods, and expected outcomes. This involves the development and delivery of instructional modules; selection, coordination, and support of presenters; attention to the logistics of daily management, including coordination with participating school divisions; administration; and fiscal management of the program.
  - 2. Collaboration
    - a. A description of collaborative and cooperative arrangements with educational agencies;
    - b. A description of procedures for assigning mentor teachers;
    - c. Letters of cooperation, agreement, and commitment describing partnerships; and
    - d. A description of strategies for support and placement of



participants seeking employment.

3. Training

- a. Identification of the credentials and qualifications of the program and seminar instructors; and
- b. A description of the intensive professional preparation and induction year seminar sites and materials.

4. Project Administration and Management

A description of how the program will be administered and managed, including the identification of the program manager and fiscal agent.

5. Maintenance of Data and Annual Reporting to the Department of Education

- a. A description of how records will be maintained and a timeline for reporting progress of participants during the program;
- b. The submission of an evaluation summary of the intensive professional preparation program no later than September 30 or six weeks, whichever comes first, following Level I preparation;
- c. The submission of an interim report describing the program, including the progress of the participants and an assessment of mentor teacher support no later than March 1 of the induction year; and
- d. The submission of a final report by July 15 following the completion of Levels I and II preparation. The data must include the following:
  - (1) The number of candidates entering the program;
  - (2) The number of candidates completing Level I;
  - (3) The number of candidates completing Level II;
  - (4) The number of candidates requiring an additional year of Level II instruction;
  - (5) The number of candidates receiving the five-year, renewable license, and the names of the divisions where they will be teaching;
  - (6) Demographic information for each candidate completing the program, including ethnicity, gender, previous occupation, age, degrees held, Praxis scores, and area(s) of endorsement;
  - (7) Candidates' evaluation of the program; and
  - (8) School divisions' evaluation of the program.

6. Evaluation of Participants

A description of formative and summative evaluation procedures.

**V. Budget**

- A. A summary and itemized budget (using the categories below) that includes an explanation for fees assessed, if any:
1. Personal Services and Employee Benefits
  2. Purchased Services/Consultants
  3. Disbursement of funds
  4. Cost per individual, if assessed
  5. Materials and Supplies
  6. Capital Outlay Equipment
  7. Other Charges

**VI. General Terms And Conditions**

- A. Vendor's Manual: This request is subject to the provisions of the Commonwealth of Virginia Vendor's Manual and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual can be obtained at the Department of General Services, Division of Purchases and Supply, Web site [www.dgs.state.va.us/dps](http://www.dgs.state.va.us/dps) or by calling to request a hard copy at 804/786-3842.
- B. Applicable Laws And Courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the commonwealth. The contractor shall comply with applicable federal, state, and local laws and regulations.
- C. Anti-Discrimination: By submitting their proposals, certified program providers certify to the commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, and the Americans With Disabilities Act. If approved, the offeror shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the proposal on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or

on the basis of race, age, color, gender or national origin. During the performance of this proposal, the certified program providers agree as follows:

1. The certified program provider will not discriminate against any employee or applicant for the program because of race, religion, color, sex, national origin, age, or disabilities.
  2. The certified program provider, in all solicitations or advertisements for employees placed by or on behalf of the offeror, will state that such offeror is an equal opportunity employer.
  3. Notices, advertisements, and solicitations placed in accordance with federal law, rules or regulations shall be deemed sufficient for meeting these requirements.
- D. Ethics In Public Contracting: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. Immigration Reform And Control Act Of 1986: By submitting their proposals, the offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- F. Debarment Status: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia or the United States Government from submitting bids or proposals on contracts for the type of goods/services covered by this solicitation, nor are they an agent of any person or entity that is currently debarred.
- G. Antitrust: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title, and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

H. Mandatory Use Of State Form And Terms And Conditions For RFP: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the general terms and conditions of the solicitation may be cause for rejection of the proposal; however, the commonwealth reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a proposal.

I. Payment:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered, and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order that are to be paid for with public funds shall be billed by the contractor at the contract price, regardless of which public agency is being billed.

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
  - (1) To pay the subcontractor(s) within seven days of the contractor's receipt of payment from the commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason for the decision.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under

the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven days following receipt of payment from the commonwealth, except for amounts withheld as stated in 2 (page 9). The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing, under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the commonwealth.

- J. Precedence of Terms: Paragraphs A-J of these general terms and conditions shall apply in all instances. In the event there is a conflict between any of the other general terms and conditions and any special terms and conditions in this request, the special terms and conditions shall apply.
- K. Qualifications Of Offerors: The commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work or furnish the item(s) and the offeror shall furnish to the commonwealth all such information and data for this purpose as may be requested. The commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to complete the work or furnish the item(s) contemplated therein.
- L. Testing and Inspection: The commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specification.
- M. Assignment of Contract: A contract shall not be assignable by the contractor in whole or in part without the written consent of the commonwealth.
- N. Changes To The Proposal: The Department of Education and the certified program provider must mutually agree in writing to modify the scope of the proposal prior to implementation of any changes to the approved program certification.
- O. Default: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the Commonwealth may have.

- P. Taxes: Sales to the Commonwealth of Virginia are normally exempt from state sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of federal excise and transportation taxes. The commonwealth's excise tax exemption registration number is 54-73-0076K.
- Q. Drug-Free Workplace: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- R. Nondiscrimination of contractors: A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

## **VII. ASSURANCES**

The Certified Program Providers in this Alternative Route to Licensure Program must provide the

following assurances to the Virginia Department of Education.

- A. Candidates accepted in the program meet the following prerequisites:
  - 1. An application process;
  - 2. A bachelor's degree from a regionally accredited institution;
  - 3. At least five years of full-time work experience or its equivalent;
  - 4. The completion of teaching area requirements for an endorsement in a content area as set forth in these regulations or the equivalent through verifiable experience or academic study; and
  - 5. Virginia qualifying scores on the professional teacher's assessment as prescribed by the Board of Education (Praxis).
- B. Program participants understand and fully accept that the purpose of the Alternative Route to Licensure Program is to provide an alternative route to licensure for professionals who have a college degree and valuable life experiences but do not possess a teaching license, who seek to make a transition into a teaching position.
- C. Verification of program completion must be documented by the certified program provider and the division superintendent or designee.
- D. Statistical, financial, and descriptive reports required by the Virginia General Assembly and the Virginia Department of Education will be submitted for monitoring as well as evaluation purposes according to the specified timeline. A Career Switcher Program Summary Report will be submitted to the Division of Teacher Education and Licensure by July 15 of each year.
- E. Regular consultation will be conducted throughout the project with the Department of Education representative on the progress and concerns of the program.
- F. All program components will be performed within the Commonwealth of Virginia.
- G. Certified providers must adhere to all state procurement laws and regulations.
- H. Trade secrets or proprietary information submitted by the participant shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, the offeror must invoke the protection of this section prior to submission of the data or other materials, and identify the data or other materials to be protected and state the reasons the protection is necessary.
- I. The completed application and all relevant documents for each individual seeking an Eligibility License will be submitted to the Division of Teacher Education and Licensure for review prior to issuance of the candidate's license.

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Signature

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Title

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Date

## **VIII. Proposal Evaluation Categories**

A. Proposals must meet all criteria of the following regulations and guidelines:

1. Prerequisites
2. Recruitment and Selection of Candidates
3. Recruitment, Selection, and Training of Mentors
4. Purpose, Description, and Design
5. Collaboration
6. Training, Delivery System Capability and Qualifications
7. Project Administration and Management
8. Maintenance of Data and Reporting
9. Budget
10. Program Evaluation
11. Assurances

**Special Note:** A selection panel will evaluate the proposals. Certified providers will be eligible for consideration for five-year certification after the first year. Subsequent reviews will be conducted on a five-year cycle, or as deemed necessary.